



**Nursing Care Quality Assurance Commission  
November 4, 5, 2004  
Minutes  
Department of Health  
310 Israel Rd SE  
Tumwater, WA 98501**

**Commission Members present:** Dr. Judith Personett, EdD, RN, Chair  
Jacqueline Rowe, RN Co-Chair  
Karen Brewer, Public Member  
Richard Cooley, LPN  
Martha J. Herriott, PhD, ARNP  
Rev. Ezra Kinlow, Public Member  
Roberta Schott, LPN  
Marlene Wells, LPN  
Mariann Williams, RN, MPH, ARNP  
Susan Wong, MBA, MPA, RN

**Assistant Attorney General present:** Laura Williams, Assistant Attorney General

**Staff present:** Paula R. Meyer, RN, MSN, Executive Director  
Kris McLaughlin, Secretary  
Joan Wilson, RN, Acting Education Manager  
Usrah Claar-Rice, RN, Nursing Education Manager  
Karl Hoehn, Lead Staff Attorney  
Chuck Cumiskey, RN, Nurse Practice Manager  
Terry West, Health Service Consultant

**I. Dr. Judith Personett, Chair, Nursing Care Quality Assurance Commission (NCQAC) opened the meeting on November 4, 2004 at 1:07PM.**

**1:00PM Washington Health Professional Services (WHPS) report – Amanda Capehart, Health Services Consultant**

**DISCUSSION:** Ms. Capehart presented the purpose and function of the Washington Health Professional Services (WHPS). The NCQAC and members of the nursing profession utilize WHPS for the monitoring of treatment of behaviors associated with substance abuse. Ms. Capehart explained the voluntary pathway into this program as well as the pathway utilized by the NCQAC when there are cases of substance abuse. Ms. Capehart explained that any recovery based classes may be accepted as contact hours with approval. She explained how to read alcohol related tests. After a nurse has been in the program for 5 years and graduates, if WHPS personnel does not feel the licensee is truly ready to be independent of the monitoring, the program will notify the NCQAC for a decision. Nurses enrolled in the WHPS program who have concerns about limitations on their ability to complete their job functions and not be allowed to administer certain medications have found employment through job sharing. The nurses enrolled in the program are able to share duties with other nurses, such as completion of other tasks while another nurse administers medications for them. When a WHPS participant goes out of town, the program must be notified and arrangements will be made for testing depending on the

individual needs. Ms. Capehart explained that there have been nurses who have participated in the program up to three times, depending on circumstances. There are guidelines used by WHPS on making these decisions. The WHPS program works jointly with the disciplinary section of the NCQAC on acceptance into the program.

**2:00PM Laurie Jenkins, Acting Assistant Secretary Health Systems Quality Assurance (HSQA)**

**DISCUSSION:** Laurie Jenkins, Acting Deputy Director of HSQA, discussed the following decision packages and legislative proposals that will be going forward this session;

- Integrated Licensing and Regulatory System
- Disciplinary Workload Increase
- Public Disclosure Request Increases
- Enhanced Hospital Reporting
- Hospital Survey Capability - 18 month
- Mandatory Workload Adjustments

Bonnie King was present to thank the NCQAC for their dedication and the hard work they do for the Department of Health. She announced that Karl Hoehn had been appointed as the Manager of the newly formed legal section and the team leaders will be Trent Kelly, Barbara Evan Cordts, Karen Jensen and Margaret Gilbert.

**3:00PM Investigations**

**DISCUSSION:** Paula Meyer introduced Linda Patterson, Debra Evans and April Scharer from the investigative unit. Linda Patterson gave an overview of the investigation process and provided a handout of an investigative report. Linda explained the need for the reorganization of the legal and investigation units. The state is looking for a higher level of consistency throughout all Department of Health. There are reorganization workgroups which include investigations and legal forms task force, training workgroup and a classification workgroup. It was suggested that a signature sheet be included in drug diversion cases when sending to the reviewing commission member. A suggestion was made to include the staff attorney's name that has been assigned to the case.

**Closing: Dr. Judith Personett adjourned the November 4, 2004 meeting at 4:00PM.**

**II. Dr. Judith Personett, Chair, opened the meeting on November 5, 2004 at 8:35AM.**

**1. Consent Agenda—DISCUSSION/ACTION**

Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Commission without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

**A. Approval of minutes**

- September 10, 2004 Nursing Care Quality Assurance Commission (NCQAC) business meeting minutes
- Disciplinary hearing minutes:
  - January 15, 2004
  - February 19, 26, 2004
  - March 18, 2004
  - April 15, 2004
  - May 6, 2004

- June 14, 2004
- Subcommittee minutes
  - Education Subcommittee minutes August 3, 2004
  - Discipline Subcommittee minutes September 28, 2004
  - Practice Subcommittee minutes September 8, 2004
- B. September 2004 HPQA Section 6 organizational chart
- C. 2004 National Council of State Boards of Nursing (NCSBN) House of Delegate Assembly minutes
- D. President's report NCSBN Board of Directors meeting
- E. Education annual work plan, date and membership corrections
- F. Nursing Program Approval Panel – Final Action
  - August 17, 2004, Skagit Valley College
  - August 24, 2004, Clark College

**ACTION:** A motion was made and passed to accept the consent agenda.

**2. Chair Report – Dr. Judith Personett – DISCUSSION**

**A. Board, Commission, Committee Conference update**

**DISCUSSION:** Dr. Judith Personett reported on the Annual Board, Commission, Committee Conference held on October 29 at the CenterPoint office in Kent. The speakers included Mary Selecky, DOH Secretary, Mich'l Needham from the Office of the Governor, Maxine Hayes, MD, MPH, State Health Officer, Laurie Jenkins, Acting Assistant Secretary, Bonnie King, HPQA director and Karen Jensen, Special Assistant. Terry West is on the task force to research the use of credit cards for online transactions and gave a progress report on their work. Chuck Cumiskey gave an example of his positive experience in renewing his Oregon State nursing license on line.

**B. Legislation Task Force, members and function**

**DISCUSSION:** Paula Meyer explained that discussion on legislative issues is conducted through conference calls. The purpose of the Legislative task force is to provide the Department of Health with advice from the Nursing Commission on bills that may impact nursing regulations.

**DECISION:** Martha Herriott volunteered to participate on the Legislative task force with Dr. Judith Personett, Jackie Rowe and Paula Meyer.

**C. Introduction and discussion with the lead prosecutor for the NCQAC, Susan Pierini, AAG**

**DISCUSSION:** Paula Meyer introduced Susan Pierini, AAG who explained her role as lead prosecutor for the NCQAC. Susan will be meeting on a quarterly basis with the NCQAC.

**3. Executive Director Report – Paula Meyer - DISCUSSION/ACTION**

**A. Health Professions Quality Assurance (HPQA) Section 6 reorganization update**

**DISCUSSION:** Paula Meyer explained the centralization of all legal and investigation units within HPQA to meet three goals: increase consistency in disciplinary actions across HPQA, address timeliness of disciplinary action and the disciplinary outcomes.

**B. Report on Nursing Education data project, introduction of students**

**DISCUSSION:** Paula Meyer introduced the volunteer students from Pacific Lutheran University, Sara Vidal and Sheena Kern who are working on the nursing education data project. Ms. Vidal and Ms. Kern are developing an Excel spreadsheet that will capture information on the schools of nursing in WA, such as their approval status, the NCLEX

pass rates, faculty waivers, and new programs. The spreadsheet will be very helpful with the Nursing Program Approval Panel agendas, minutes, and documentation of actions.

**C. Health Professions Quality Assurance (HPQA) Policy on Withdrawal of Statement of Charges (SOC)**

**DISCUSSION:** Karl Hoehn explained the revised procedure 242 Withdrawal of Statement of Charges dated October 12, 2004. The statement of charges is withdrawn only when there is new information indicating that an SOC is no longer the appropriate disposition. Karl explained the importance of knowing that a stipulation to informal disposition (STID) should not be offered or accepted as settlement to the SOC. A STID should not be used as a tool for “bargaining down” the charges.

**D. 2004 CLEAR conference report**

**DISCUSSION:** Terry West attended the 2004 CLEAR conference held in Kansas City, KS., September 30 through October 2, 2004. Ms. West reported on a presentation by Terri Wellman, LPN, CCHP on the “Witness Credibility: Dream or Nightmare, A Board Members Perception”. This was just one of the many presentations at the CLEAR conference. Handouts of this presentation can be provided by contacting Terry West at 360-236-4712.

**E. Recognition of Service, Joan Wilson, Acting Nursing Education Manager**

**DISCUSSION:** Paula Meyer presented Joan Wilson with a certificate for her many years of service at the NCQAC. Ms. Wilson has been a commission member, a pro tem member, and DOH staff for the commission in the role of the education manager and the practice manager.

**F. Teleconference with School Nurses, Yakima, October 6**

**DISCUSSION:** Paula Meyer and Shannon Fitzgerald, RN, ARNP, spoke with the school nurses through video conferencing in Yakima on October 6. Shannon Fitzgerald is a previous commission member, and currently a pro tem member of the NCQAC. The topic was School Health issues, nurse delegation and the scope of practice decision tree. The NCQAC worked with OSPI and the DOH to develop the Staffing Model for the Delivery of School Health Services. This report is available through the DOH website or the Office of Superintendent of Public Instruction (OSPI) website.

**DECISION:** A decision was made to invite Shannon Fitzgerald and Gail Thronson, OSPI to the March workshop to discuss school nurse issues.

**G. Nursing Education rules**

**DISCUSSION:** Kendra Pitzler explained the changes in the Nursing Education Rules WAC: 246-840-505, 510, 515, 520, 525, 530, 535, 545, 548, 550, 555, 560, 565, 570. The rules hearing for the nursing education rules is planned for the January 14, 2004, NCQAC meeting, to be held in Tumwater.

**4. Discussion items - DISCUSSION/ACTION**

If items are selected for action and a task force assigned, the group will meet once, complete the charter and then come to the next meeting for decision to proceed.

There was nothing to discuss at this time.

**5. Nursing Program Approval Panel (NPAP) Process report– Laura Williams, AAG – DISCUSSION**

**DISCUSSION:** Laura Williams, AAG, explained the Nursing Program Approval Process B07.01. The NCQAC adopted the policy directing the NPAP, policy B07.01. Ms. Williams, AAG, explained the process used for the delegation of decisions to the NPAP, the Open Public Meetings Act and how it relates to the NPAP and its meetings, the attendance at the meetings, agendas and minutes of the NPAP meetings. Ms. Williams explained the role of the AAG is the advisor to the NCQAC. All NPAP minutes are published on the NCQAC consent agendas.

**6. LPN's and Military Training – Dr. Judith Personett, Mariann Williams, Paula Meyer and Ellen Rosbach – DISCUSSION/ACTION**

A group of interested members has been meeting on the issue of comparing the training received by military medical personnel with that of Licensed Practical Nurses in Washington State. A contract with Ellen Rosbach, a previous NCQAC and pro tem member, has been signed. Ms. Rosbach will compare the Navy corpsman curriculum with the Washington State education standards for LPNs. Ms. Rosbach will present her findings to the NCQAC.

A letter was drafted by Paula Meyer to Rear Admiral N.J. Lescavage Commander, Naval Medical Education and Training command and General Barbara Brannon, US Air Force, regarding recognizing the medical training that military personnel receive and measure its equivalence with the standards for Licensed Practical Nurses in Washington State. Any responses to the letters will be presented to the NCQAC.

**DISCUSSION:** Paula Meyer has been in contact with Ellen Rosbach who has received the three volumes of curriculum from the Navy as well as the NCQAC standards. Ms. Rosbach is in the process of reviewing the curriculum and standards and present a report on the findings at the January NCQAC and then to the stakeholders. The minutes from the December 5, 2003, stakeholder meeting are included in the NCQAC packets. A letter was sent to Rear Admiral N.J. Lescavage of the Navy requesting their interest in becoming approved as a school of nursing in WA State. Phone contact with the Navy personnel has occurred and the letter will be forwarded to the appropriate contact. Paula will also meet with state legislators to report on this project. Paula met with Senator Rosa Franklin who had concerns about employment opportunities for LPNs. It was explained that if this is a viable option for military personnel, as LPNs there is an opportunity for them to work as LPNs or continue on to receive their RN degree. Meetings with Rep. Dawn Morrell and Rep. Eileen Cody are scheduled.

**7. Caregiver and Nursing Assistant Training – Dr. Judith Personett, Paula Meyer, Chuck Cumiskey and Kendra Pitzler – DISCUSSION/ACTION**

The NCQAC was legislatively directed to review the caregiver curriculum developed by Department of Social and Health Services (DSHS) and recognize competencies that were in common with Nursing Assistant training requirements. A meeting with personnel from the Department of Social and Health Services (DSHS) was planned for October 28, 2004. The task force is working on comparison of the revised caregiver curriculum, the fundamentals of caregiving, the modified fundamentals of caregiving and nurse delegation training. The DSHS personnel will complete a comparison of the curriculum developed by DSHS and the Department of Health (DOH) personnel will then compare the Nursing Assistant training requirements with the various training requirements for caregivers. A progress report and recommendations will be presented.

**DISCUSSION:** Paula Meyer quoted the RCW which states that the NCQAC will review the caregiver training. The committee was formed February 2004 to develop a model to the caregiver curriculum. Copies of the model will be available next week.

**8. Continuing Competency Task Force Report – Mariann Williams, Terry West – DISCUSSION/ACTION**

According to the purpose statement of the NCQAC, the NCQAC will determine continuing competency of Licensed Practical Nurses (LPNs), Registered Nurses (RNs), and

Advanced Registered Nurse Practitioners (ARNPs). A report on the September 20 meeting with stakeholders will be presented.

**DISCUSSION:** Participants on the task force are Cheryl Payseno, Chair, Washington State Nursing Association, ARNP United of Washington, Northwest Organization of Nurse Executives (NWONE), Washington Hospice and Palliative Care Organization, Washington Association of Nurse Anesthetists, and representatives from Madigan Army Medical Center. The portfolio model was explained which would document the competence to practice. There was discussion that the documentation needs to be simple and easy to understand. The next meeting will be held November 4 at DOH. The public is invited to any of the meetings.

9. **March 2005 NCQAC workshop items – Paula Meyer – DISCUSSION/ACTION**  
Members of the NCQAC will request topics of interest for the March 2005 workshop. The March workshop usually is focused on items of general interest to the NCQAC members related to the practice of nursing. The July workshop focuses on disciplinary topics.

**DECISION:** The workshop will be held ½ day on March 10, 2005. A decision was made to invite Shannon Fitzgerald and Gail Thronson to discuss School health issues. Other topics considered are cost recovery through STIDS, invite Karen Haas Herrick from NorthWest Organization of Nurse Executives to discuss future nursing care models, nursing faculty preparation, and prescriptive authority and collaborative agreements.

**11:00 AM to 11:30 AM Executive Session if needed**

- The Executive Session is that part of a regular or special meeting that is closed to the public.

An executive session was not needed today.

**LUNCH**

**1:00PM–OPEN MIKE** - Open mike is for public presentation of issues to the Nursing commission. If the public has issues regarding disciplinary cases, please call: 360-236-4727.

10. **Education Subcommittee – Mariann Williams - DISCUSSION/ACTION**  
**A. Purpose statement for the Education Sub-committee.**

**DISCUSSION:** The purpose statement comes from the Education Sub-committee to the NCQAC for approval.

**ACTION:** A motion was made and passed to adopt the purpose statement in the packet with the grammatical correction and that it will become a part of the Education Sub-committee position description.

- B. Conclusion of the task force regarding the questions, “May an ARNP who is precepting a nurse practitioner student claim the hours for direct supervision with the student as part of the 250 hours required in direct care”.**

**DISCUSSION:** Marty Herriott explained that a special task force met on October 13, 2004 and made a decision that “ARNP’s who supervise the clinical practice of advanced practitioner students may not receive credit toward their 250 hours of required specialized nursing practice.” The task force also made a decision that “ARNP’s who supervise basic nursing students in their clinical experience may not receive credit toward their 250 hours of required specialized nursing practice.”

**ACTION:** A motion was made and passed to adopt the draft statement on receipt of credit by ARNP’s supervising nurse practitioner students.

**C. Report of the models for nursing program structure as they currently exist in Washington**

**DISCUSSION:** Joan Wilson explained the Education subcommittee annual work plan for 2004-2005. Ms. Wilson discussed the Nursing Program Structures Used for Preparing Students for Licensure that had been prepared for the NCQAC October 27, 2004.

**D. Report on the progress regarding the study of the relationship between disciplinary cases and nursing school attended.**

**DISCUSSION:** Disciplinary data on graduates of non-traditional nursing programs were presented as an informational item only.

**11. Discipline Subcommittee – Jackie Rowe - DISCUSSION/ACTION**

A. Annual work plan update

**DISCUSSION:** Nothing to report at this time.

**12. Practice Subcommittee – Dr. Judith Personett - DISCUSSION/ACTION**

A. License Verification Policy-

The NCQAQ will provide comments on a draft letter to be sent to hospital and health organizations that employ licensed nurses. The letter provides direction to employers to utilize the HPQA Provider Lookup system as a verification of licensure. The final letter is subject to approval by Bonnie King, director of HPQA, since the Provider Lookup system contains information on all credentialed health care providers in our state.

**ACTION:** A motion was made and passed to accept the letter which will be sent to hospitals and health organizations that employ licensed nurses.

B. Interpretive Statements, Advisory Opinions, & Position Statements Policy - Laura Williams and Chuck Cumiskey.

**DECISION:** A motion was made and passed to accept the draft statement dated September 2, 2004 with revisions.

C. Administration of Procedural Sedation by LPNs. The NCQAC requested a re-evaluation of the position statement on Procedural Sedation.

**ACTION:** A motion was made and approved to delay action on this item for a future meeting.

D. New Business:

- Review of Practice Guidelines

**DISCUSSION:** A revision of the practice guidelines will be provided at the January 14, 2005 NCQAC meeting.

**13. Other**

**14. Closing – Dr. Judith Personett adjourned the meeting at 1:56PM November 5, 2004**